

November 8, 2004

Via e-mail

Mr. Brian Siegfried
Quality Assurance Evaluator
HQ/AFCEE
3300 Sidney Brooks
Brooks City Base, TX 78235-5112

Subject: Final Kickoff Meeting Minutes,
Construction of Outfall Reuse, Aboveground Storage Tank Relocation, & Interim
Remedial Actions at SWMU B-3 and AOC-65, Camp Stanley Storage Activity
Texas Contract FA8903-04-D-8675, Task Order 0006
Parsons job number 744223.01000

Dear Mr. Siegfried:

Attached please find minutes for the task order (TO) kickoff meeting held on Wednesday, November 3, 2004. Attached to the minutes is the meeting agenda. Please let me know if you have any questions or comments.

Sincerely,



Brian Vanderglas
Project Manager

Attachments

xc: Brian Murphy, CSSA
Jeff Aston, CSSA
Chris Beal, Portage
Stephanie Harr, Portage
John Lynch, Parsons
Scott Pearson, Parsons
Kyle Caskey, Parsons
Samantha Elliott, Parsons
Eric Tennyson, Parsons
744223 Project File

**KICKOFF MEETING MINUTES
 CONSTRUCT OF OUTFALL REUSE SYSTEM, ABOVEGROUND STORAGE TANK
 RELOCATION, AND INTERIM REMEDIAL ACTIONS AT
 CAMP STANLEY STORAGE ACTIVITY, TEXAS
 FA8903-04-D-8675/DELIVERY ORDER 0006
 PARSONS 744223.01000**

Date: Wednesday, 03 November 2004
 Time: 9:30 P.M. - 3:30 P.M.
 Place: Camp Stanley Storage Activity (CSSA)
 Subject: Project Kickoff
 Attendees:

Attendee	Organization	Phone
Brian K. Murphy	CSSA ENV	(210) 698-5208 (210) 336-1166
Jeff Aston	USACE	(210) 336-1270
Chris Beal	Portage	(210) 336-1171
Brian Vanderglas*	Parsons	(512) 719-6059
Eric Tennyson	Parsons	(210) 336-1172
Samantha Elliott	Parsons	(210) 336-0078
Gary Cobb	Parsons	(512) 719-6011

*Minutes prepared by Brian Vanderglas, Parsons.

The agenda is presented in Attachment 1.

INTRODUCTIONS AND TO 0006 REQUIREMENTS

The meeting was opened with brief introductions. The purpose of the meeting, kickoff for the task order referenced above.

PROJECT OVERVIEW

Brian Vanderglas provided a brief project overview of the scoped tasks and work activities for eight tasks planned under this TO. The requirements for specific tasks under this delivery order were discussed with the tentative schedule. The following overviews are broken down by task.

WBS 01000: Meetings

There are currently six technical interchange meetings (TIMs) planned for this TO. The tentative dates for these meetings will be assigned to coincide with completion of key project activities. Two meetings are planned for construction tasks such that one will be held at the completion of the design or engineering specifications, and the other during the actual construction phase to assess progress. Two meetings are scheduled to discuss the remedial optimization and Westbay installation tasks with one after completion of the project work plans/data quality objectives (DQOs) to present the plans to CSSA and possibly the TCEQ/USEPA and to present the findings of the study, and two meetings to cover the SVE system upgrades and O&M findings or recommendations. The scope and number of meetings is

subject to change based on project requirements and issues that may arise during performance or implementation.

WBS 02000: Work Plans & DQOs

This task covers the preparation of work plans and data quality objectives for the multiple tasks scoped under this task order. Most of the plans will be prepared as addenda to existing planning documents in the Environmental Encyclopedia, although the health and safety plan will need to be greatly expanded to include construction activities. There has not been a construction quality plan prepared for the work at CSSA, so a generalized construction quality plan will be prepared for inclusion into the Encyclopedia. It was noted that there is not a waste management plan addenda included in the scoped activities, so preparation of this addenda will need to be considered as a possible modification to the existing scope of work.

Camp Stanley indicated that they would like to present the conceptual plan for the remedial optimization/push-pull testing to the TCEQ and USEPA in mid-December 2004. Therefore, the draft plans should be prepared prior to that meeting. The draft plan contents will be presented to the Army the day before meeting with the regulators.

WBS 03000: Outfall Reuse and Construction

The tentative schedule for initiating construction of the Outfall 01 Reuse and Construction is March-April 2005, with the design work plan and engineering specifications for the subcontractor bid packages due in mid-February 2005. Upon completion of the construction, Parsons will prepare a construction report with O&M requirements for the irrigation system, including a listing of anticipated spare parts. CSSA indicated that they would like to incorporate appropriate SCADA measurements on the outfall reuse system to record the flow through outfall 01 per TPDES. All SCADA components to be incorporated should be coordinated with Scott Pearson and Ryan Lynn during their pending SCADA survey and implementation plan preparation being conducted under a separate AFCEE WERC task order (TO-11).

WBS 04000: Remedial Optimization

The remedial optimization task forms the basis for the bioreactor and enhanced bioremediation of groundwater remedial options being considered at CSSA. A push-pull test will be performed by injecting organic substrates into groundwater through an injection well constructed near SWMU B-3. The precise location of the injection well was the topic of much discussion, but no final decision was made at the meeting. Parsons will recommend a location and provide a basis for the recommended location in the work plan documents prepared for the remedial optimization study.

Since installation of an injection well was not included in the project scope of work, it is currently not funded, and will likely require a modification request to AFCEE. Parsons intends to prepare a modification request to add one injection well upon approval of the work plans. If no funding is available for the injection well, no-cost modifications could be pursued through reductions or temporary delays in the 800 feet of SVE wells planned under wbs 06000. The schedule for the push-pull test is highly dependent on regulatory acceptance of the approach and Army approval of the work plan, although it would be desirable to complete during high-water conditions which typically occur in the Spring.

WBS 05000: Aboveground Storage Tank Upgrade

The tentative schedule for initiating construction of the Aboveground Storage Tank Upgrade and Construction is March-April 2005, with the design work plan and engineering specifications for the subcontractor bid packages due in mid-February 2005. The tentative schedule is predicated on tying the AST upgrade work as closely as possible with the Outfall 01 Reuse construction and design work to optimize use of Parsons staff in design, procurement, construction oversight, and reporting.

Upon completion of the construction, Parsons will prepare a construction report with any O&M requirements for the AST system. CSSA said that construction quality testing for the AST upgrade should ensure that the vapor recovery system works, at a minimum. CSSA also wanted to be sure that there was a totalizer for the fill port and one for the dispenser. Parsons will need to assess and propose in the work plan the accuracy required for the totalizers. Camp Stanley also indicated that they would like for the totalizers and tank volume indicator to be incorporated into the SCADA system being installed under a separate task order at CSSA (TO-11).

WBS 06000: AOC-65 and SWMU B-3 SVE Expansion and O&M

The SVE expansion and O&M task is expected to be initiated upon completion and approval of the recommendations in the O&M assessment report for AOC-65 SVE system currently being prepared under AFCEE 3PAE TO 0058. It is anticipated that this report will be finalized in early December 2004. The O&M plan for AOC-65 and SWMU B-3 will be drafted in early December for review, and it is hoped that O&M activities per the plan can be re-initiated at both AOC-65 and SWMU B-3 in January 2005.

Currently, there are no plans within the scope for installing additional VEWs and a new blower unit (with housing) on the west side of the Building 90 ditches and parking areas, although it was generally agreed that any future work at AOC-65 should include a separate blower system by the weather station to extract from wells located closer to the property boundary. With 800 feet of drilling and well construction included in the TO-06 scope of work, there was some discussion of possibly considering adding a blower unit to near the weather station by offsetting the additional costs through reductions in the drilling footage. It was also previously discussed that savings due to temporary reductions in extraction well footages could be utilized to fund the construction of a deep injection well at SWMU B-3. Parsons will prepare work plans to expand the SVE systems per the project scope of work and CSSA will use those plans to determine if a modification to the task order is warranted.

CSSA indicated that the TO-06 project team should coordinate with the SCADA survey and implementation plan crew that will be at CSSA from November 8 through 19, 2004 to make sure that the SVE blowers are also configured into the SCADA monitoring network so that CSSA or Parsons staff can be notified when the blower(s) shut down to minimize down-time, to obtain better estimates for actual operating time and associated mass removal, and to document the performance of the SVE system over time.

WBS 07000: SWMU B-3 Monitoring System Installation

Prior to injecting substrate materials for performance of the push-pull test, Parsons will need to have the four multi-level monitoring wells installed around SWMU B-3 and have measured a baseline level of critical constituents for monitoring affect of substrate injection to the

groundwater biological degradation reactions. There was much discussion at the meeting regarding the appropriate locations for the four Westbay wells, and it was decided that Parsons would include the proposed locations for the wells in the work plan addenda and the rationale or basis for those locations. DQOs will also be critical components for assuring the optimal locations are selected for installation of the wells. The DQOs will also dictate the analytical protocols for monitoring to be performed from these wells during the push-pull test.

WBS 08000: Off-post Asphalt Removal Action

The off-post asphalt removal action task was included in Modification 01. CSSA stressed an urgency in conducting this activity, and indicated that no work plans would be required to implement since it was primarily focused on removing asphalt incorrectly disposed at the dump site. CSSA did not want to collect any verification sample data from the asphalt pile locations after removal because it felt that visual confirmation that their asphalt was removed would be sufficient. Preparation of bid packages for the removal action contractor will be the primary planning activity performed for this task. The final report will include records of asphalt hauled to the dump site and records related to the removal action. A photographic record will also be prepared along with a chronological summary of events leading up to the removal action.

WBS 90000: Task Order Management

The project organization was discussed by Brian Vanderglas. Mr. Vanderglas has appointed Scott Pearson as his delegate to assist with the management of this project, and he will assist with the daily management of the work. Doug Downey is the technical manager, and his expertise will be used to scope and guide the project to completion, particularly with regard to SVE and the push-pull testing. Henry Dress will serve as the project engineer primarily charged with preparing the engineering specifications and bid packages and providing input into the construction quality assurance protocols for the construction tasks.

Separate wbs managers were identified for each of the major tasks including Eric Tennyson for the work plans & DQOs (wbs 02000) and SWMU B-3 monitoring system installation (wbs 07000), Samantha Elliott is managing the outfall reuse design and construction (wbs 03000) and AST upgrade (wbs 05000), Gary Cobb is managing the remedial optimization (wbs 04000) and the AOC-65 & SWMU B-3 SVE Expansion and O&M (wbs 06000).

Parsons provided a brief wbs summary sheet for each of the key tasks that included anticipated schedule, deliverables, and budget issues. All monthly reporting and invoicing will be conducted under this task as required by the AFCEE WERC prime contract. CPMSR and FMER reports will be submitted to AFCEE by the 20th of each month. The duration of the project is scheduled for 18 months through February 2006.



DEPARTMENT OF THE ARMY
CAMP STANLEY STORAGE ACTIVITY, RRAD
25800 RALPH FAIR ROAD, BOERNE, TX 78015-4800

***Agenda for Kick-off Meeting at CSSA
Construction of Outfall Reuse System, Aboveground Storage Tank
Relocation & Interim Remedial Actions at SWMU B-3 & AOC-65
AFCEE WERC, Task Order 06***

Time: Wednesday, November 3, 2004; 9:30 am to 3:30 pm

Place: Camp Stanley Storage Activity, Boerne, Texas, Environmental Office

Proposed Order of Discussion

Date & Time	Topic
9:30 am– 10:30 am	Descriptions of Project Tasks & Project Organization Meetings (wbs task 1) - Vanderglas Work Plans & DQOs (wbs task 2) - Tennyson Outfall Reuse Design & Construction (wbs task 3) - Elliott Remedial Optimization (wbs task 4) - Cobb Aboveground Storage Tank Upgrade (wbs task 5) - Elliott AOC-65 & SWMU B-3 SVE Expansion & O&M (wbs task 6) - Cobb SWMU B-3 Monitoring System Installation (wbs task 7) – Tennyson Off-site asphalt Removal & Disposal (wbs task 8) – Caskey Task Order & Program Management (wbs task 9) – Vanderglas
10:30 am – 11:45 am	Anticipated schedule by WBS tasks, variances from proposal deliverable schedule, and Time-critical tasks/decisions.
1:15 pm – 3:15 pm	Data Quality Objectives & Construction Quality Assurance Outfall Reuse Design & Construction/Permitting/AST Upgrade SWMU B-3 Westbays (planning & implementation) SVE at SWMU B-3 and AOC-65 Remedial Optimization (push-pull test)
3:15 pm – 3:30 pm	ACTION ITEMS Injection well Excavate SWMU B3 and restore with leach-field SVE Expansion Other

TO-06 MEETING

Construction of Outfall Reuse System, AST
Relocation, and Interim Remedial Actions at
SWMU B-3 & AOC-65

Camp Stanley Storage Activity
Boerne, TX

wbs 9000 – Task Order Management Remaining Activities

- Management
18 months period of performance
- Status Reports
monthly status reports
- Procurement
*lab, drilling, Westbay, construction,
substrate, and remediation subcontractors*
- Mod Proposals
*Mod to add injection well, SWMU B-3
remediation implementation (not funded)*

wbs 01000 – Meetings

- Kickoff and DQO Meeting
- Six TIM/Technical Interchange Meetings
 - 2 for construction tasks (*AST & Reuse*)
 - 2 for Westbay construction & monitoring
 - 2 for remedial testing & O&M
- 8 teleconferences

wbs 02000 – Work Plans & DQOs

- Draft Work Plan addenda, H&S Plan addenda
- DQOs prepared for Westbay wells, push-pull test, and SVE O&M
- Construction Quality Plan for construction tasks

wbs 03000 – Outfall 001 Reuse & Construction

- Prepare engineering specifications and design plan
- Procure construction company
- Implement Construction
- Prepare O&M Plan for outfall testing & operation

Wbs 04000 – Remedial Optimization

- Obtain necessary permits and plan approvals
- Conduct a push-pull test in single injection well at SWMU B-3
- Prepare summary report of test findings

wbs 05000 – Aboveground Storage Tank Upgrade

- Obtain necessary permits and design approvals
- Procure contractor to upgrade AST
- Upgrade AST to include:
 - vapor recovery for mogas dispenser
 - new gages, overfill valves, and containment
 - Install interface, transmitter, & antenna to connect tank monitor to SCADA system.

wbs 06000 – AOC-65 & SWMU B-3 SVE Expansion and O&M

- Prepare revised O&M Plan based on O&M Assessment Report
- Install up to 800 feet of extraction wells at both sites
- Conduct baseline testing and 1 year of O&M
- Prepare annual O&M assessment report

wbs 07000 – SWMU B-3 Monitoring System

- Install 4 Westbays around SWMU B-3
- Wells will be used to establish baseline, then monitoring aquifer response to substrate additions
- No written report as part of this wbs, but analytical reports and well construction reports will be prepared

wbs 08000 – Off-post Asphalt Removal

- Conduct site survey to mark removal action locations and estimate asphalt volumes
- Prepare removal action plan with confirmation sampling program
- Implement removal action
- Prepare removal action summary report